



Flying Operations

**INCENTIVE/ORIENTATION/FAMILIARIZATION
FLIGHTS AND F-16 SPOUSE TAXI RIDE PROGRAM**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

OPR: 419 OG/CC (Lt Col Wayne F. Conroy)

Certified by: 419 OG/CC
(Lt Col Wayne F. Conroy)

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*This instruction establishes guidelines and procedures for flying non-flying related or non-unit personnel in unit F-16 D aircraft. It implements AFD 11-2, *Flight Rules and Procedures*. It also references AFI 11-401, *Flight Management*, and applicable supplements, AFRESR 55-1, *Flight Operations*, and ACCI 11-450, *Orientation Flight Program*. These flights are conducted to offer an incentive to wing reservists by rewarding top performers or to provide mission orientation to individuals who closely support or influence the mission of the 419 Fighter Wing (FW), the tactical air forces, and/or the Air Force Reserve. AFRES orientation flights are designed to demonstrate to selected individuals that AFRES has a professional force, thereby providing a better understanding and appreciation for the AFRES mission. Additional references regarding orientation flights are DODR 4515-13, *Air Transportation Eligibility*, AFD 35-2, *Public Communications Program*, AFI 35-201, *Community Relations*, AFI 35-206, *Media Relations*, AFI 35-301, *Air Force Base Newspapers and Commercial Enterprise Publications Guidance and Procedures*, and applicable supplements. Familiarization flights enable a commander to familiarize individuals with the unit's aircraft and mission. Under this category, federal civil service employees directly associated with the flying mission may be considered for a flight. This instruction also outlines the procedures for the F-16 Spouse Taxi Ride Program. This instruction is applicable to the 419 Fighter Wing only.

***SUMMARY OF REVISIONS**

*Added responsibilities in paragraphs 1.2.2. to identify nominees every January; Changed paragraph 1.3.1 to inform squadron scheduler to schedule mission. Deleted paragraphs 1.3.5 and 1.3.6.; Added 1.4.5. to select one employer appreciation incentive flight. Added responsibilities in paragraphs 1.5.1., and 1.5.4. through 1.5.7. from squadron commander to squadron scheduler. Changed title to paragraph 2. Changed paragraph 2.1. to include each group commander can nominate up to two outstanding performers annually. Changed paragraph 3.3. Flights are flown as local instrument training missions unless specifically approved. Added paragraph 3.3.7. and 3.3.9. Changed title to paragraph 4. A * indicates revisions from the previous edition.

1. Responsibilities:

1.1. Wing Commander:

- 1.1.1. Approves unit personnel incentive flights and spouse taxi rides.
- 1.1.2. Approves unit aircraft usage.
- 1.1.3. Ensures higher headquarters approval for orientation flights are obtained if required.

1.2. Operations Group Commander:

- 1.2.1. Assumes overall responsibility for the conduct of all flights and taxi rides.
- *1.2.2. Identifies nominees every January for the upcoming calendar year.
- 1.2.3. Obtains mission identifiers through command post when required, and reports approved flights to AFRC, when required.
- 1.2.4. Tracks incentive ride recipients and coordinates familiarization and orientation flights with wing public affairs.

1.3. Fighter Squadron Commander or Operations Officer:

- *1.3.1. Informs squadron scheduler to schedule the mission and initiate the incentive, orientation, familiarization flight, or F-16 spouse taxi ride checklist.
- 1.3.2. Ensures that passengers receive the necessary preflight instructions and sign the final approval block on the checklist.
- 1.3.3. Ensures all pilots are aware of the applicable requirements of this instruction, and proper flight profiles are planned and flown.
- 1.3.4. Briefs the wing commander and operations group commander for approval on upcoming incentive, orientation, familiarization flight, or F-16 spouse taxi rides.

1.4. Public Affairs Officer:

- 1.4.1. Determines if requests for an orientation flight from a news media representative or business/civic leader are legitimate and in the best interest of the Air Force Reserve.
- 1.4.2. Obtains wing commander's approval for all media and civic orientation flight requests.
- 1.4.3. Submits request for approval for orientation flights through proper headquarters operations and public affairs channels in sufficient time to obtain approval.
- 1.4.4. Informs wing and operations group commanders of approved flights.

1.4.4.1. As necessary or directed, arranges appropriate news media coverage of orientation flight.

*1.4.5. Once a year, selects by way of raffle, one employer for the Employer Appreciation Incentive Flight.

***1.5. Fighter Squadron Flying Scheduling:**

1.5.1. Schedules all orientation, familiarization flights, and taxi rides upon notification to the operations officer.

*1.5.2. Schedules incentive rides on UTAs, as directed.

1.5.3. Maintains and ensures all checklists items are completed prior to the flight:

1.5.3.2. AF Form 2519, **General Purpose Checklist** will be completed for all incentive, orientation, and familiarization flights.

1.5.3.3. DD Form 1381, **Air Transportation Agreement** must be signed by all non-military members prior to their flight.

*1.5.4. Coordinates with squadron life support for egress training.

*1.5.5. Coordinates with a unit flight surgeon to arrange a medical review of unit personnel or a visit with non-unit personnel.

*1.5.6. Selects a pilot from the list authorized by the letter of "Xs"

*1.5.7. Informs public affairs or the wing commander's office of schedule for riders when applicable.

2. Nomination and Selection of Orientation Flight Participants.

*2.1. **Incentive Flights.** The opportunity for an incentive ride is automatically offered to the wing and group annual award winners of each of the Outstanding Enlisted Categories. Additionally, each group commander can nominate up to two outstanding performers annually. Recipients of AFRC Individual Annual Awards will also be given an opportunity for an incentive ride. Any incentive ride requests for unit members that do not meet the above criteria must be for a unique or unusual achievement or circumstance and must be justified in writing, through the respective group commanders, for approval by the wing commander.

2.2. **Familiarization Flight.** Is designed to familiarize individuals who normally have aviation or related responsibilities with unit aircraft and missions. These flights should be conducted like normal training missions; however pilots need to remain sensitive throughout the sortie on how the rider is coping with events.

2.2.1. Commanders may use Air Force aircraft under their control to conduct a familiarization flight program as prescribed by AFI 11-401, paragraphs 1.9.3 and 1.9.3.7 according to DODR 4515-13 and MAJCOM guidelines. Orientation flights may be conducted to reward and motivate, as well as to "ensure a better understanding of a particular weapons system and its role, or when the flight is determined to be in the best interest of the USAF." Therefore, military personnel who are assigned duties in direct support of or with the ability to influence the flying mission should be scheduled for orientation or familiarization flights in unit-assigned aircraft in order to gain knowledge and appreciation of the unit mission and employment procedures. This broadened perspective will improve the MEGPs ability to perform their duties in support of the aircrews, significantly improving teamwork and facilitating unit operations as the ground personnel come to fully understand the pilot's unique work situation and requirements. Moreover, such flights have been demonstrated to improve esprit de corps by building rapport and mutual trust, thereby improving unit morale. Flights should be scheduled as aircraft availability permits, after coordination with the operations group commander and approval by the wing commander.

2.2.2. **Mission Essential Ground Personnel (MEGP).** MEGP are personnel who could be considered for familiarization flights. This list is not all inclusive and the wing commander has the option of adding to or deleting from the following list:

- F-16 Crew Chiefs
- Other F-16 MX, Generation, Weapons, Specialist, Munitions, etc. Personnel
- Life Support Personnel
- Intelligence Personnel
- FAA Controllers
- Weapons Controllers
- Military Air Traffic Control (ATC) Personnel
- Flight Operations Personnel
- Executive Officers
- Operations Planners
- Public Affairs

3. Conduct of Incentive Flights:

3.1. All flights are flown as a dedicated single ship (non tactical) mission.

3.2. Weather minimum for orientation or incentive flights with non-rated passengers is 1500/3. For rated passengers, weather minimum is pilot's weather category.

*3.3. Flights are flown as local instrument training missions unless specifically approved by operations group commander. Flight profiles for nonrated military or civilian personnel are planned and executed in a low risk environment. The following items apply:

3.3.1. Day flights only.

- 3.3.2. Low level at 1,000 feet AGL minimum.
- 3.3.3. No flight above 18,000 feet (unless individuals possess a current altitude chamber card).
- 3.3.4. No tactical flights.
- 3.3.5. No external ordnance.
- 3.3.6. Guns mechanically safed.
- *3.3.7. Non-tactical formation flights may be accomplished to facilitate instrument sorties.
- 3.3.8. Pilot will avoid abrupt, unexpected maneuvers and excessive "G" loads.
- *3.3.9. All items in paragraph 4.2 of this regulation must be accomplished.

4. Conduct of Familiarization/Orientation Flights:

- 4.1. For rated personnel, or MEGP wing commander may add tactical events to the above list based on the passenger's background, experience and specific objectives of the familiarization flight. Familiarization flights are normally flown as routine training missions.
- 4.2. Passengers will receive training as necessary on the following items within 24 hours before the flight:
 - 4.2.1. Personal equipment.
 - 4.2.2. Ejection seat and canopy.
 - 4.2.3. Ground egress.
 - 4.2.4. Hanging harness.
 - 4.2.5. Rear cockpit orientation and controls.
 - 4.2.6. Control of aircraft.
 - 4.2.7. Emergency procedures.
 - 4.2.8. Flight maneuvering and "G" awareness.
- 4.3. **Flight Surgeon.** Reviews the medical records of all nonrated military personnel before flight. A flight surgeon interviews all civilians before flight to assess whether the individual can endure the stresses of the flight. Questions should concern history of heart, back, neck, or mobility problems; motion sickness susceptibility; sinus or earblock possibilities; and medication

taken by the passenger. If the flight surgeon has any doubt about the passenger's condition, the passenger will not fly.

4.4. Before Flight, Pilots Will Ensure:

4.4.1. An incentive or orientation flight checklist is completed. Items to be included on the AF Form 2519, *General Purpose Checklist* are in **Attachment 1**.

4.4.2. That the DD Form 1381, **Air Transportation Agreement** is signed.

4.4.3. The flight mission briefing begins a minimum of 1 ½ hours before scheduled takeoff.

4.4.4. All aspects of the flight are covered to allay apprehension.

4.4.5. The ejection mode select handle is set to "NORM."

4.4.6. The rear cockpit fuel master switch is safety wired to the guarded "ON" position.

4.4.7. Passengers are properly strapped in.

4.4.8. Passengers are specifically cautioned to avoid inadvertent actuation of the rear cockpit flight controls.

4.4.9. The stick control switch is set to "FWD."

4.4.10. Consistent with mission objectives, passengers may fly the aircraft. They will not control the aircraft in critical phases of flight, e.g., takeoff, IMC departures and arrivals, over-the-top aerobatics, low-altitude flight, instrument approaches and landings. More specifically, passenger will not be on the controls below 5,000 AGL.

4.4.11. Pilots will avoid those flight regimes where a delay in overriding a rear cockpit flight control input would be unduly hazardous. Pilots must remain alert for unintentional control inputs that can occur as a result of leg or knee interference with the rear cockpit side stick controller.

4.4.12. Only instructor or supervisor pilots fly incentive or orientation missions. They must always consider the comfort and safety of their passengers. To the extent possible, pilots will temper the inherent aggressiveness of maneuvers to allow the passengers to be aware of sudden "G" onset and rapid roll rates.

5. Spouse Taxi Ride Procedures:

5.1. Request Approval Procedure:

5.1.1. At stand up the week prior to the event, present a one-slide briefing covering the event date, time, number, names of participants and pilots involved.

5.1.2. Wing commander confirms approval for taxi rides after this briefing.

5.2. Taxi rides are not to exceed eight per event and are usually conducted on UTAs.

5.3. Participants will be spouses of F-16 pilots.

5.4. The pilot will not give his or her own spouse a taxi ride.

5.5. All participants will wear flight suit, "G" suit, gloves, helmet and appropriate footwear and will be given ground egress training by squadron life support personnel.

5.6. All participants will sign DD Form 1381 for release of liability.

5.7. Aircraft configuration is as follows:

5.7.1. External fuel tanks and stores are allowed in any configuration provided all external fuel tanks and stores are empty.

5.7.2. Safe gun.

5.7.3. Training AIM-9s are authorized.

5.7.4. All normal pins and covers will be removed prior to taxi.

5.8. Maintenance performs end-of-runway check of the aircraft for tire and brake system condition prior to taxi onto the runway.

5.9. No aircraft is used for more than two taxi rides without a dedicated two-hour cool down to prevent potential problems from heat build-up in the brakes.

5.10. **Pilot Procedures:**

5.10.1. Conduct a briefing with the spouses receiving taxi rides addressing the following:

5.10.1.1. Egress awareness.

5.10.1.2. Communication procedures.

5.10.1.3. Cockpit switches and handles that must not be moved.

5.10.1.4. Sequence of events.

5.10.1.5. Emergency actions and procedures.

5.10.2. Complete checklist items through taxi check.

5.10.3. Complete all before takeoff checklist items, to include the EPU check and seat arming.

5.10.4. On the runway, normal run-up and pre-takeoff procedures are followed. After brake release, advance throttle to MAX AB and monitor airspeed. At the first indication of calibrated airspeed, immediately retard the throttle to idle. Do not attempt to aerobrake. Extend the speed brake and allow the aircraft to roll out to help preclude overheating the wheel brakes.

5.11. Prior to conducting the taxi ride operation, the squadron commander or operations officer will brief each taxi pilot on the purpose, procedures and requirements of the taxi ride. The briefing must stress the following potential problem areas and required emergency action and procedures:

5.11.1. Hardover nose wheel steering.

5.11.2. Egress mishaps.

5.11.3. Hot brakes.

5.11.4. Blown tires.

DAVID E. TANZI
Brigadier General, USAFR
Commander

ATTACHMENT 1

**LIST OF ITEMS INCLUDED ON INCENTIVE/ORIENTATION/
FAMILIARIZATION FLIGHT CHECKLIST**

- A1.1. Name of passenger, rank/position, organization.
- A1.2. Supervisor interview.
- A1.3. Mission profile limitations checked.
- A1.4. Medical review by flight surgeon checked.
- A1.5. DD Form, 1381, **Air Transportation Agreement** completed and signed.
- A1.6. **Training completed.**
 - A1.6.1. Rear cockpit orientation checklist (see pilot aid).
 - A1.6.2. Flight control override switch, normally FWD.
 - A1.6.3. Ejection mode selection handle.
 - A1.6.3.1. Normally in NORM for non-pilot passenger.
 - A1.6.3.1.1. Front handle ejects both cockpits.
 - A1.6.3.1.2. Aft handle ejects rear cockpit only.
 - A1.6.3.2. Normally in AFT for pilot passenger.
 - A1.6.3.2.1. Either handle ejects both cockpits.
 - A1.6.4. **Communications procedures:**
 - A1.6.4.1. Hot mike.
 - A1.6.4.2. Use of radios.
 - A1.6.4.3. Emergencies.
 - A1.6.5. **Emergencies:**
 - A1.6.5.1. Ground/ground egress.

A1.6.5.2. Airborn.

A1.6.5.3. Ejection.

A1.6.6. Transfer of aircraft control.

A1.6.7. Air sickness.

A1.6.8. G-awareness.

A1.7. Pilots signature and date.

A1.8. Life support technicians signature and date of life support training for the above individual was completed on.

A1.9. Squadron commanders' or operations officers' signature and date.